

**Salem Public Schools
Salem School Committee
BUILDING & GROUNDS SUBCOMMITTEE
Meeting Minutes
January 25, 2021**

On January 25, 2021 the Building & Grounds Subcommittee held its regular meeting using the Zoom on-line meeting platform.

Members In Attendance: Ms. Mary Manning and Mr. Manny Cruz

Members Absent: Mr. James Fleming

Others in Attendance: Superintendent Stephen Zrike, Ms. Mary DeLai, Mr. Ryan Monks

Call of Meeting to Order

Meeting was called to order at 9:06 am

Approval of Minutes

Ms. Manning made a motion to approve the minutes of October 1, 2020 and November 2, 2020. Mr. Cruz seconded the motion. A roll call vote was taken.

Ms. Manning Yes

Mr. Cruz Yes

Motion carries 2-0

Automatic Temperature Controls (ATC) Study Results for Bentley Academy Innovation School

Mr. Monks explained that they have received the ATC Study results for Bentley Academy Innovation School. This work is for the controls of the heating and ventilation. The cost estimate is \$873,172.93 which would include construction, items of work and project manager. Ms. DeLai added that they applied for and received approval with MSBA for the replacement of the boilers. She explained that they now need to replace the communication piece. Mr. Monks added that this cost only covers the controls for each unit. He went on to explain that there was a savings with the boiler project, therefore, there is a total of \$575,080 available to use towards the cost. Ms. DeLai added that since the project is currently still going on, all they would need to proceed is a change order.

After some discussion, a motion was made by Mr. Cruz to authorize the Superintendent to make a change order for the amount presented. Ms. Manning seconded the motion. A roll call vote was taken.

Ms. Manning Yes

Mr. Cruz Yes

Motion carries 2-0

Presentation of Draft of FY'22 Buildings and Grounds Budget

Ms. DeLai explained that this is an accelerated improvement plan to bring the Building & Grounds Department and funding up to the level necessary to run a high quality operation. She explained that there is a new vision for the department and they are trying to be more proactive.

Mr. Monks explained the budget increase requests. There is an increase in the personnel line due to potentially adding a daily operations manager, custodial, maintenance and grounds staff. Mr. Monks shared an MFAA survey for custodial staff per 100,000 sq. ft. and were very close to the bottom of the chart. In addition, he also shared a breakdown of each school outlining the current custodial support. He also said that although Betram is city owned land, the schools are expected to maintain the field and the buildings. Mr. Monks also shared there would be a savings of \$417,693 if we brought our maintenance in-house rather than use a contractor. Mr. Monks also explained that the overtime budget has been overspent because it has been historically underfunded. Therefore, they are asking for \$652,211 for personnel increases, which would include 4 custodians, 1 daily operations manager and 1 HVAC technician.

The next steps are outlining additional line items that are looking for increases and then bringing this budget to the Finance Subcommittee.

It was agreed that another meeting will be scheduled the week of February 8th.

Mr. Cruz made a motion to adjourn the meeting at 10:08 am. Ms. Manning seconded. A roll call vote was made.

Ms. Manning Yes

Mr. Cruz Yes

Motion carries 2-0

Respectfully submitted by,

Nancy A. Weiss

Executive Assistant to the School Committee

Approved June 18, 2021